

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: T-025	Page: 1	of: 1
Title: Course Approval Request Changes		
Regulatory Authority: 12VAC5-31-1400		
Date of Issue: December 31, 2003	Effective Date: January 1, 2005	

- A. The Course Coordinator will be responsible for submitting to the Office in writing any request to make changes in the information submitted on the "Course Approval Request" form to include; but not limited to; the:
1. Course BEGIN and/or END dates.
 2. Course content (didactic or skills subject matter).
 3. Contact hours per subject topic.
 4. Course Coordinator.
 - a. Must include justification for change and signatures of both the old and new Course Coordinators.
 5. Physician Course Director.
 - a. Must include justification for change and signatures of both the old and new Physician Course Directors.
- B. Instances where the current Course Coordinator or Physician Course Director is not available will be addressed on a case-by-case basis.
- C. The Office will review the request and notify the Course Coordinator and the Physician Course Director of any acceptance or denial of the change(s) submitted.